YOUTH SERVICES
POLICY

Title: Performance Data and Information	Type: C. Field Operations
Next Annual Review Date:	**Sub Type:** 5. Monitoring **Number:** C.5.1
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References:

YS Policy Nos. A.1.4 "Project Zero Tolerance - a Balanced Approach to Reducing Violence", A.1.7 "Risk Management", A.2.7 "Drug-Free Workplace", A.2.22 "Violence Free Workplace", A.2.34 "New Employee Survey", A.2.35 "Employee Exit Process", A.5.3 "Evaluating Overall Performance and Measuring the Effectiveness of the Information Systems", B.2.2 "Youth Classification System", B.2.6 "I'm Modeling a New Image Program (IMANI)", B.2.10 "Youth Structured Programming", B.5.3 "Administrative Remedy Procedures", C.1.3 "Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties", C.2.1 "Reporting and Documenting Escapes, Apprehensions, Runaways and AWOL's", C.2.2 "Facility Riot, Significant Disturbance and Hostage Situation", C.2.10 "Safety and Emergency Management", C.4.3 "Institutional Abuse and Neglect of Offenders", C.5.2 "Duty Officers and Reporting of Serious Injury", C.5.4 "Incident and Trend Analysis Process"

STATUS: Approved

Approved By: *Simon Gonsoulin, Deputy Secretary*	Date of Approval: 01/01/2006

1. **AUTHORITY:**

   Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

2. **PURPOSE:**

   To establish the Deputy Secretary's policy regarding the reporting of data and information at secure care facilities.

3. **APPLICABILITY:**

   Deputy Secretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors and those staff members who are assigned to input data.

4. **DEFINITIONS:**

   Reportable injury – any injury that threatens a youth's life or limb, or one that requires urgent treatment by a doctor, or severely restricts the youth's usual activities or requires follow-up by a doctor.

   YS Central Office - Offices of the Deputy Secretary, Undersecretary or designee of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff.

5.   **POLICY:**

Collective data and information is an essential tool by which Youth Services (YS) measures performance, safety, and provision of services.   This data and information is used in budget projections, to measure goals achieved and to set future goals of this agency.

It is the Deputy Secretary's policy that routine, accurate data and information will be collected as described herein and will be submitted in a timely manner as outlined.

6.   **PROCEDURES:**

A.   The following describes the data to be input in the Lotus Notes database entitled "C.5.1 Input" by the 10th of the month following the month for which the activity is reported:

1.   ARP Summary;
2.   Contraband Seizure Detail Listing;
3.   Contraband Seizure Summary;
4.   Disciplinary Activity Report;
5.   Disciplinary Activity Report by Rule Violation;
6.   Education Report;
7.   Employee Drug Testing;
8.   Incident Summary;
9.   Social Services-OYD;
10.   Project Zero Tolerance Summary;
11.   Substance Abuse Screening Report;
12.   Training Summary Report; and
13.   Youthcare Summary

NOTE: This does not preclude the Director from reporting incidents of a serious nature as described in YS Policy No. C.5.2.

B.   The following describes the information to be input in the Narratives Section of Lotus Notes database entitled "C.5.1 Input" by the 10th of the month following the month for which the activity is reported:

1.   Major Concerns/Action Plans – a summary of any major concerns for the reporting month (e.g., physical plant issues, staff turnover, youth/youth incidents, etc.) and a plan of action to address each concern.

2. Operational Changes – a summary of any changes in operations of the facility for the reporting month (e.g., designation of a particular dorm to house specific types of youth, opening/closing of a dorm, addition of a new program, schedule changes, etc.)

3. Staff Meeting Minutes – a copy of the Director's staff meeting minutes for the reporting month and any other meeting minutes of significance.

4. Miscellaneous – any other reports/information for the reporting month that the Director would like to include (intake reports, exit reports, tours of the facility, copies of newspaper clippings, etc.).

C. When input is complete, all information will be held in the "Waiting for Approval" section of the Input database. The Director, or his designee, will review the on-line information and mark it "Approved" using this database function.

D. Information will also be obtained on a monthly basis from contract providers regarding medical, mental health, dental care, and youth intake demographics. This information will be displayed for informational purposes as well as for reporting purposes on the C.5.1 databases.

E. Each facility will have the ability to roll up the numbers on each form into a monthly summary format to allow for in house month-to-month data comparisons and quality control measures. These summaries will be available for view online in the databases entitled "C.5.1 Yearly Totals I" and "C.5.1 Yearly Totals II."

F. On or about the 20th of the month following the reporting month, designated YS Central Office staff will roll up the facilities' numbers on each form into a summary format. This will allow for across-the-board comparisons and will provide another layer of quality control. These summaries will be available for view in the "C.5.1 Rollups" database.

G. Database monitoring will be conducted by a designated member of YS Central Office, who will perform quality control checks of monthly data entries to ensure accuracy and consistency in reporting.

H. A formal quarterly report will be issued during the quarter following each reporting quarter. The quarterly report will include data and information submitted from the facilities and from contract providers as required by this policy. It will display graphs and trend charts, as well as other information relevant to YS.

        I.   Information gathered through this means will be used for performance indicators for budgetary as well as annual reporting purposes.

7. IMPLEMENTATION DATE:

January 1, 2006

Previous Regulation/Policy Number: C-05-001J / C.5.1
Previous Effective Date: 07/01/2001
Attachments/References:
      References: "C.5.1 Input"; "C.5.1 Yearly Totals I"; "C.5.1 Yearly Totals II"; and "C.5.1 Rollups" databases